

CHARTER

NAVY FIELD CONTRACTING SYSTEM SENIOR ACQUISITION COUNCIL

PURPOSE. To formally charter the Navy Field Contracting System (NFCS) Senior Acquisition Council (SAC), hereinafter referred to as “the Council.” The Council is herein chartered to promote a “total team approach” that proactively seeks continuous improvement of contracting processes, practices, and policies resulting in the delivery of products and services that provide effective combat capability while ensuring best value to the warfighter. The goal is to improve communication within the NFCS and to ensure responsive, customer-focused support.

The SAC efforts will focus on the following:

- ensuring strategic alignment of workload throughout the NFCS;
- providing leadership, guidance and a forum for thoughtful discussion and innovation
- integrating a strategic contracting plan to improve the efficiency of the NFCS contracting operations and provide top quality support to our customers;
- benchmarking, disseminating, and implementing contracting best practices, primarily those resulting from acquisition excellence/streamlining initiatives;
- assessing proposed contracting policy changes in a manner that provides real-time field input for improvements;
- recommending changes to ASN RD&A in support of new processes;
- developing acquisition metrics to monitor progress toward goals;
- encouraging creativity and innovation for new ideas to improve business practices;
- providing guidance for procurement automation;
- assessing NAVSUP’s oversight methodology to ensure the PPMAP/PMR program (including Purchase Card oversight) includes a balance of process and traditional compliance-oriented review, quality-oriented management, and statistically competent sampling techniques.

COUNCIL MEMBERSHIP. Standing membership includes:

NAVSUP 02 - Council Chair

NAVSUP 029

NAVSUP 2 1

NAVSUP 22 (Council Facilitator)

NAVSUP 02X

FISC Norfolk - Code 200 & 200A

FISC Norfolk Detachment Washington - Code 02W and Code 09

FISC Norfolk Detachment Philadelphia - Code 02P and Code 02PA

FISC Jacksonville - Code 200 & Code 200A

FISC Pearl Harbor - Code 200 and Code 200A

FISC Puget Sound - Code 200 and Code 200A

FISC San Diego - Code 200 and Code 201

FISC Yokosuka - Code 200 and Code 200A

NAVICP - Code 02, Code M02B, Code P02A

NEXCOM - Code K

NRCC Naples - Code 00 and Code ED

NRCC Singapore - Code N00 and Code N00A

NAVOCEANO - Code N41

NAVMEDLOGCOM - Director of Contracts

The Chair will approve participation on an ad hoc basis. NAVSUP 93 (Counsel), CWPO (Civilian Workforce Planning Office), NAVSUP 09C (SADBU), Commanding Officer Fitting Out Supply and Support Assistance Center (FOSSAC)), and the NMCI ACO will serve as Council advisors to be utilized on an as needed basis.

VIDEO TELECONFERENCES (VTC): A Council VTC will be held twice a month. Agenda topics for the VTC will be submitted by Council members one week prior to the VTC and coordinated by SUP 02.

CONFERENCE SCHEDULE AND FORMAT. Face-to-face conferences will be held approximately every six months at a place and time to be announced by SUP 02. Conferences will not be scheduled until at least two weeks after the end of a fiscal year. Responsibility for hosting/assisting a conference will be shared among CONUS members. Standing Council members are expected to attend each conference. When conflicts arise, conference attendance may be delegated to the next senior military or civilian contracting manager with prior approval by SUP 02.

Conferences will generally follow a standard format:


- Opening remarks
- Informational briefings
- Issues before the Council
- Executive Committee Session

AGENDA. SUP 02 will publish a proposed agenda prior to an announced Council Conference. Members may propose agenda topics accompanied by written rationale (or discussion) to SUP 02 with copies to each member. Proposed topics must be provided in sufficient time prior to the scheduled conference.

DIALOGUE. Council issues requiring a recommendation to higher authority or decision among the Council will be distributed as an issue paper to all members prior to the conference. The member originating the issue will concisely state the matter in the paper. During discussion, Council members may state opposing or supporting views. Decisions or recommendations will be reached by consensus. The Chair (SUP02) is the deciding authority.

EXECUTIVE COMMITTEE: Executive Sessions will be scheduled as needed to discuss management issues. Voting membership in the executive committee will consist of SUP 02 and SUP 029 and the Directors of Contracting at field activities as well as the Commanding Officers of NRCC Naples and NRCC Singapore. Assistant Directors of Contracts at field activities and NRCC Executive Directors are invited to attend Executive Sessions and may only vote when they are acting for the principal.

AD HOC TEAMS FOR PROCESS IMPROVEMENT. At the discretion of the Council's Chair, functional working teams may be formed when the Council is ready to initiate a process improvement effort. The Council will approve the working team charter. Oversight of the team will usually be assigned to one Council member.



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Deputy Commander for Contracting Management
Naval Supply Systems Command

15 Nov 01
Date